

	MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES CHILD AND ADULT CARE FOOD PROGRAM	ISSUED	REVISED	CHAPTER	SECTION
	EMERGENCY/HOMELESS SHELTERS POLICY & PROCEDURE MANUAL	6/1/02	4/09	1	1.5
CHAPTER Chapter 1. Introduction		SUBJECT Definitions			

“Administrative costs” means costs incurred by an institution related to planning, organizing, and managing a food service in the Program, and allowed by the State agency financial management instruction.

“Administrative review” means the fair hearing provided upon request to an institution that has been given notice by the State agency of any proposed action that will affect their participation or reimbursement under the Program.

“Administrative review official” means the independent and impartial official who conducts the administrative review.

“At-risk after-school program” means a program that provides educational or enrichment activities in an organized, structured, and supervised environment for school age children.

“Congregate meals” means meals consumed in a group setting.

“Children” means (a) Persons age 12 and under; (b) Persons age 15 and under who are children of migrant workers; (c) Persons with disabilities as defined in this section; (d) For emergency shelters, persons age 18 and under; and (e) For at-risk after school care centers, persons age 18 and under at the start of the school year.

“Disqualified” means the status of an institution, a responsible principal or responsible individual that is ineligible for participation.

“Emergency shelter” means a public or private non-profit organization or its site that provides temporary shelter and food services to homeless children and their families.

“Family” means a group of related or non-related individuals, who are not residents of an institution or boarding house, but who are living as one economic unit.

“Federal Fiscal year” means a period of 12 calendar months beginning October 1 of any year and ending with September 30 of the following year.

“Food service management company” means an organization other than a public or private non-profit school, with which an institution may contract for preparing and, unless otherwise provided for, delivering meals, with or without milk for use in the Program.

“Free meal” means a meal served under the Program to a participant from a family which meets the income standards for free school meals or a child who is a Head Start participant, or to a child who is receiving temporary housing and meal services from an approved emergency shelter for which neither the participant nor any member of their family shall be required to pay or to work in the food service program in order to receive a free meal.

“Household” means family as defined under the definition of family.

“Income to the Program” means any funds used in an institution’s food service program, including but not limited to all monies, other than Program payments, received from other Federal, State, intermediate, or local government sources; payment for children’s meals and food service fees; income from any food sales to adults; and other income, including grants from organizations or cash donations from individuals.

“Infant cereal” means any iron-fortified dry cereal specially formulated for and generally recognized as cereal for infants that is routinely mixed with breast milk or iron-fortified formula prior to consumption. Infant cereals must be fortified to the level of 45% of the Daily Value for iron as indicated by the manufacturer’s nutrition label.

“Infant formula” means any iron-fortified infant formula intended for dietary use as a source of food for normal, healthy infants served in liquid state at manufacturer’s recommended dilution.

“Institution” means a sponsoring organization, emergency shelter, child care center, outside-school-hours care center, at-risk after-school program or adult day care center which enters into a contract with the State agency to assume final administrative and financial responsibility for Program operations.

“Internal controls” means the policies, procedures, and organizational structure of an institution designed to reasonably assure that (a) the Program achieves its intended result; (b) Program resources are used in a manner that protects against fraud, abuse, and mismanagement and in accordance with law, regulations, and guidance; and (c) timely and reliable Program information is obtained, maintained, reported, and used for decision-making.

“Meals” means food that is served as breakfast, lunch, supper or snacks to participants at an institution, which meets the nutritional requirements of the Program.

“Milk” means pasteurized fluid types of unflavored or flavored whole milk, low fat milk, skim milk, or cultured buttermilk, which meet State and local standards for such milk. All milk should contain Vitamins A and D at levels specified by the Food and Drug Administration and be consistent with state and local standards for such milk.

“National disqualified list” means the list of institutions, responsible principals and responsible individuals and day care homes disqualified from participation in the Program.

“Non-profit food service” means all food service operations conducted by the institution principally for the benefit of participating children, from which all of the Program reimbursement funds are used solely for the operation or improvement of such food service.

“Nonresidential” means that the same participants are not maintained in care for more than 24 hours on a regular basis.

“Notice” means a letter sent by certified mail, return receipt, by facsimile, or by email, that describes an action proposed or taken by a State agency or sponsoring organization with regard to an institution’s Program reimbursement or participation. If the notice is undeliverable, it is considered to be received by the institution, responsible principal or responsible individual, or day care home five days after being sent to the addressee’s last known mailing address, facsimile number, or email address.

“Operating costs” means expenses incurred by an institution in serving meals to participants under the Program, and allowed by the State agency financial management instruction, FNS 796-2 Rev 3.

“Principal” means any individual who holds a management position within, or is an officer of, an institution or a sponsored center, including all members of the institution’s board of directors or the sponsored center’s board of directors

“Program” means the Child and Adult Care Food Program (CACFP) authorized by Section 17 of the National School Lunch Act, as amended.

“Reimbursement” means Federal financial assistance paid or payable to institutions for Program costs within the rates assigned by the State agency.

“Resident roster” means a master listing to include each child’s name, age, date they entered the shelter, date they left the shelter, and the signature of the director to verify the information.

“Responsible principal or responsible individual” means a principal, whether compensated or uncompensated or any other individual employed by, or under contract with, and institution or sponsored center, which the State agency determines to be responsible for an institution’s serious deficiency.

“Seriously deficient” means the status of an institution or a day care home that has been determined to be non-compliant in one or more aspects of its operation of the Program.

“Sign-in sheet or roster” means documentation that verifies the total number of children in attendance in the emergency/homeless shelter. (The sign-in sheet or roster is not intended to be used to identify which individual children receive meals and snacks; rather, it is intended to establish the maximum number of meals and snacks that can be claimed on a given day.)

“Sponsoring organization” means a public or non-profit private organization that is entirely responsible for the administration of the food program in (a) one or more day care homes (b) a child care center, emergency shelter, at risk after school care center, outside-school-hours care center, or adult day care center or (c) two or more child care centers, emergency shelters, outside-school-hours care centers, at-risk after-school care centers or adult day care centers, or (d) any combination of child care centers, emergency shelters, outside-school-hours care centers, at-risk after-school care centers, adult day care centers and day care homes. The term “sponsoring organization” also includes a for-profit organization that is entirely responsible for administration of the Program in any combination of two or more child care centers, outside-school-hours care centers, and at-risk after-school care centers or adult day care centers which are part of the same legal entity as the sponsoring organization, and which are for-profit Title XX centers.

“State agency” means the State agency that has been designated by the Governor or the appropriate executive, or by the legislative authority of the State, and has been approved by the Department to administer the Program within the state or in states in which the USDA-FNS administers the Program within the State. In Missouri, the Missouri Department of Health and Senior Services, Bureau of Community Food and Nutrition Assistance is the State agency for the CACFP and Summer Food Service Program (SFSP).

“Suspended” means the status of an institution or day care home that is temporarily ineligible for participation (including Program payments).

“Suspension review” means the review provided, upon the institution’s request, to an institution that has been given a notice of intent to suspend participation (including Program payments), based on a determination that the institution has knowingly submitted a false or fraudulent claim.

“Suspension review official” means the independent and impartial official who conducts the suspension review.

“Termination for cause” means the termination of a day care home’s Program contract by the sponsoring organization due to the day care home’s violation of the contract.

“Termination for convenience” means termination of a day care home’s Program contract by either the sponsoring organization or the day care home, due to considerations unrelated to either party’s performance of Program responsibilities under the agreement.

“Unannounced review” means an on-site review for which no prior notification is given to the facility or institution.